

ALTERNATE PUBLIC DEFENDER

(Executive Management)

MISSION:

To represent clients in criminal cases, minors in juvenile delinquency cases, and parents or guardians in juvenile dependency proceedings, which the existing Department of Public Defender cannot represent due to a conflict of interest.

AUTHORITY:

- (1) California Penal Code, Section 987.2.
- (2) California Government Code, Section 27-706.
- (3) San Diego County Charter, Article VII, Section 700.
- (4) San Diego County Administrative Code, Article XXXVIII-A, Sections 710-717.

GENERAL DUTIES AND RESPONSIBILITIES:

Plans, directs, organizes, coordinates, and evaluates the department's overall activities providing legal services to eligible persons; establishes and implements departmental policy and operating procedures; analyzes pending legislation and advocates a position on matters concerning the defense system; consults with judges, elected officials, probation and parole officers, law enforcement agencies, and the district attorney concerning policy matters and cases; interacts with department heads in planning and designing system improvements and cost containment strategies for the criminal justice and juvenile dependency systems; evaluates legal services against professional standards and applicable statutes; coordinates the establishment of accounts receivable for recoverable attorney fees and related defense expenses; negotiates and administers contractual agreements with law firms and other agencies; develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; acts as a liaison with other public and private agencies and provides information to the media, public, and agency representatives on departmental activities; and supervises attorneys, investigators, and clerical and support staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- General Management System (GMS) in principle and in practice.
- California Penal Code, Evidence Code, Welfare and Institutions Code, and related case law.
- California Rules of the Court and related procedures of San Diego Superior and Municipal Court judicial districts.
- Court proceedings, discovery techniques, jury selection, settlement practices, determinant sentencing laws, and other legal process related to trial and appellate proceedings.
- Duties, powers, limitations, and responsibilities of a public defender.
- Methodologies of legal research.
- Supervision and training principles and techniques.
- Principles of public administration including personnel or human resources management, fiscal management, and accounting.

- Plan, organize, direct, evaluate, and establish controls for a comprehensive public defense program.
- Apply legal principles and practices to complex legal cases or problems.
- Prepare legal research and present statements of fact, argument, and recommendations concerning public defense systems and services.
- Identify and resolve departmental operational problems.
- Negotiate and administer contractual agreements for legal services.
- Evaluate defense services for clients of diverse racial, cultural, and socio-economic backgrounds.
- Prepare annual departmental budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, legal professions, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Licenses:

Active membership and in good standing with the State Bar of California. The incumbent must have been practicing attorney in all courts of the State for at least the year preceding appointment.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.